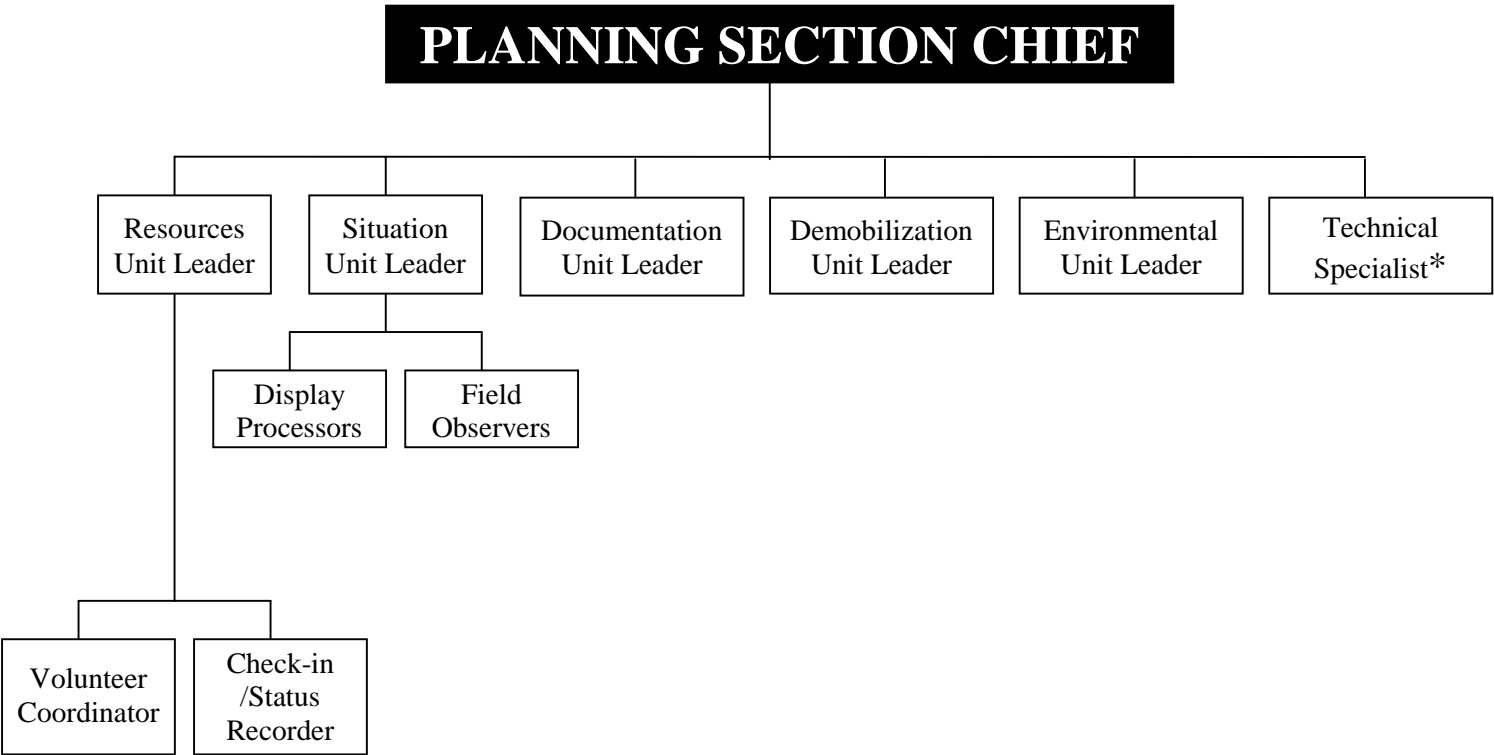


CHAPTER 9

PLANNING SECTION

ORGANIZATION CHART



* May be assigned wherever their services are required.

PLANNING SECTION CHIEF - The Planning Section Chief (PSC), a member of the General Staff, is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources. Information is needed to: 1) understand the current situation, 2) predict the probable course of incident events; and 3) prepare alternative strategies for the incident.

- a. Review Common Responsibilities (Page 2-1).
- b. Collect and process situation information about the incident.
- c. Supervise preparation of the IAP.
- d. Provide input to the IC and the OPS in preparing the IAP.
- e. Chair planning meetings and participate in other meetings as required.
- f. Reassign out-of-service personnel already on-site to ICS organizational positions as appropriate.
- g. Establish information requirements and reporting schedules for Planning Section Units (e.g., Resources, Situation Units).
- h. Determine the need for any specialized resources in support of the incident.
- i. If requested, assemble and disassemble Strike Teams and Task Forces not assigned to Operations.
- j. Establish special information collection activities as necessary (e.g., weather, environmental, toxics, etc.).
- k. Assemble information on alternative strategies.

- l. Provide periodic predictions on incident potential.
- m. Report any significant changes in incident status.
- n. Compile and display incident status information.
- o. Oversee preparation and implementation of the Incident Demobilization Plan.
- p. Incorporate plans (e.g., Traffic, Medical, Communications, Site Safety) into the IAP.
- q. Maintain Unit/Activity Log (ICS Form 214).

RESOURCES UNIT LEADER - The Resource Unit Leader (RUL) is responsible for maintaining the status of all assigned resources (primary and support) at an incident. This is achieved by overseeing the check-in/out of all resources, maintaining a status-keeping system indicating current location and status of all resources, and maintenance of a master list of all resources (e.g., key supervisory personnel, primary and support resources, etc.). The major responsibilities of the Resources Unit Leader are:

- a. Review Common Responsibilities (Page 2-1).
- b. Review Unit Leader Responsibilities (Page 2-2).
- c. Establish the check-in function at incident locations.
- d. Prepare Organization Assignment List (ICS Form 203) and Organization Chart (ICS Form 207).
- e. Prepare appropriate parts of Division Assignment Lists (ICS Form 204).
- f. Prepare and maintain the ICP display (to include organization chart and resource allocation and deployment).
- g. Maintain and post the current status and location of all resources.

- h. Maintain master roster of all resources checked in at the incident.
- i. A Check-in/Status Recorder reports to the RUL and assists with the accounting of all resources assigned to the incident.
- j. Maintain Unit/Activity Log (ICS Form 214).

CHECK-IN/STATUS RECORDER - Check-in/Status Recorders are needed at each check-in location to ensure that all resources assigned to an incident are accounted for. The major responsibilities of the Check-in/Status Recorder are:

- a. Review Common Responsibilities (Page 2-1).
- b. Obtain required work materials, including Check-in Lists (ICS Form 211), Resource Status Cards (ICS Form 219), and status display boards.
- c. Establish communications with the Communication Center and Ground Support Unit.
- d. Post signs so that arriving resources can easily find incident check-in location(s).
- e. Record check-in information on Check-in Lists (ICS Form 211).
- f. Transmit check-in information to the Resources Unit on a regular pre-arranged schedule or as needed.
- g. Forward completed Check-in Lists (ICS Form 211) and Status Change Cards (ICS Form 210) to the Resources Unit.
- h. Receive, record, and maintain resource status information on Resource Status Cards (ICS Form 219) for incident-assigned single resources, Strike Teams, Task Forces, and overhead personnel.
- i. Maintain files of Check-in Lists (ICS Form 211).

- j. Maintain Unit/Activity Log (ICS Form 214),

VOLUNTEER COORDINATOR - The Volunteer Coordinator is responsible for managing and overseeing all aspects of volunteer participation, including recruitment, induction, and deployment. The Volunteer Coordinator is part of the Planning Section and reports to the RUL. The major responsibilities of the Volunteer Coordinator are:

- a. Review Common Responsibilities (Page 2-1).
- b. Coordinate with the Resource Unit to determine where volunteers are needed.
- c. Identify any necessary skills and training needs.
- d. Verify minimum training needed, as necessary, with Health and SO or units requesting volunteers (if special skill is required).
- e. Activate, as necessary, stand-by contractors for various training needs (as applicable).
- f. Coordinate nearby or on-site training as part of the deployment process.
- g. Identify and secure other equipment, materials and supplies, as needed.
- h. Induct convergent (on the scene) volunteers.
- i. Activate other volunteers (individuals who have applied prior to an incident and are on file with the Volunteer Coordinator or other participating volunteer organizations).
- j. Recruit additional volunteers through media appeals (if needed).
- k. Assess, train, and assign volunteers.
- l. Coordinate with Logistics for volunteer housing and meal accommodations.
- m. Assist volunteers with other special needs.
- n. Maintain Unit/Activity Log (ICS Form 214).

SITUATION UNIT LEADER - The collection, processing and organizing of all incident information takes place within the Situation Unit. The Situation Unit Leader (SUL) may prepare future projections of incident growth, maps and intelligence information. The major responsibilities of the Situation Unit Leader are:

- a. Review Common Responsibilities (Page 2-1).
- b. Review Unit Leader Responsibilities (Page 2-2).
- c. Begin collection and analysis of incident data as soon as possible.
- d. Prepare, post, or disseminate resource and situation status information as required, including special requests.
- e. Prepare periodic predictions or as requested by the PSC.
- f. Prepare the Incident Status Summary Form (ICS Form 209).
- g. Provide photographic services and maps if required.

DISPLAY PROCESSOR - The Display Processor is responsible for the display of incident status information obtained from Field Observers, resource status reports, aerial and other photographs, and infrared data. The major responsibilities of the Display Processor are:

- a. Review Common Responsibilities (Page 2-1).
- b. Determine:
 - Location of work assignment.
 - Numbers, types and locations of displays required.
 - Priorities
 - Map requirements for the IAP.
 - Time limits for completion.
 - Field Observer assignments and communications means.
- c. Obtain necessary equipment and supplies.

- d. Obtain a copy of the IAP for each operational period.
- e. Assist SUL in analyzing and evaluating field reports.
- f. Develop required displays in accordance with time limits for completion.

FIELD OBSERVER - The Field Observer is responsible for collecting situation information from personal observations at the incident and provides this information to the SUL. The major responsibilities of the Field Observer are:

- a. Review Common Responsibilities (Page 2-1).
- b. Determine:
 - Location of assignment.
 - Type of information required.
 - Priorities.
 - Time limits for completion.
 - Method of communication.
 - Method of transportation.
- c. Obtain a copy of the IAP for the Operational Period.
- d. Obtain necessary equipment and supplies.
- e. Perform Field Observer responsibilities to include but not limited to the following:
 - Perimeters of incident.
 - Locations of hot spots.
 - Unburned islands.
 - Rates of spread.
 - Weather conditions.
 - Hazards including escape routes and safe areas.
 - Progress of operations resources.
- f. Be prepared to identify all facility locations (e.g., Helispots, Division and Branch boundaries).

- g. Report information to the SUL by established procedure.
- h. Report immediately any condition observed that may cause danger and a safety hazard to personnel.
- i. Gather intelligence that will lead to accurate predictions.
- j. Maintain Unit/Activity Log (ICS Form 214).

DOCUMENTATION UNIT LEADER - The

Documentation Unit Leader is responsible for the maintenance of accurate, up-to-date incident files.

Examples of incident documentation include: Incident Action Plan, incident reports, communication logs, injury claims, situation status reports, etc. Thorough documentation is critical to post-incident analysis.

Some of the documents may originate in other sections.

This unit shall ensure each section is maintaining and providing appropriate documents. The Documentation Unit will provide duplication and copying services for all other sections. The Documentation Unit will store incident files for legal, analytical, and historical purposes. The major responsibilities of the

Documentation Unit Leader are:

- a. Review Common Responsibilities (Page 2-1).
- b. Review Unit Leader Responsibilities (Page 2-2).
- c. Set up work area; begin organization of incident files.
- d. Establish duplication service; respond to requests.
- e. File all official forms and reports.
- f. Review records for accuracy and completeness; inform appropriate units of errors or omissions.
- g. Provide incident documentation as requested.
- h. Store files for post-incident use.
- i. Maintain Unit/Activity Log (ICS Form 214)

DEMOBILIZATION UNIT LEADER - The Demobilization Unit Leader is responsible for developing the Incident Demobilization Plan. On large incidents, demobilization can be quite complex, requiring a separate planning activity. Note that not all agencies require specific demobilization instructions. The major responsibilities of the Demobilization Unit Leader are:

- a. Review Common Responsibilities (Page 2-1).
- b. Review Unit Leader Responsibilities (Page 2-2).
- c. Participate in planning meetings as required.
- d. Review incident resource records to determine the likely size and extent of demobilization effort.
- e. Based on the above analysis, add additional personnel, work space, and supplies as needed.
- f. Coordinate demobilization with Agency Representatives.
- g. Monitor the on-going Operations Section resource needs.
- h. Identify surplus resources and probable release time.
- i. Develop incident check-out function for all units.
- j. Evaluate logistics and transportation capabilities to support demobilization.
- k. Establish communications with off-incident facilities, as necessary.
- l. Develop an Incident Demobilization Plan detailing specific responsibilities and release priorities and procedures.
- m. Prepare appropriate directories (e.g., maps, instructions, etc.) for inclusion in the demobilization plan.
- n. Distribute demobilization plan (on and off-site).

- o. Provide status reports to appropriate requestors.
- p. Ensure that all Sections/Units understand their specific demobilization responsibilities.
- q. Supervise execution of the Incident Demobilization Plan.
- r. Brief the PSC on demobilization progress.
- s. Maintain Unit/Activity Log (ICS Form 214).

ENVIRONMENTAL UNIT LEADER - The Environmental Unit Leader is responsible for environmental matters associated with the response, including strategic assessment, modeling, surveillance, and environmental monitoring and permitting. The Environmental Unit Leader prepares environmental data for the situation unit. Technical Specialists frequently assigned to the Environmental Unit may include the Scientific Support Coordinator and the Sampling, Response Technologies, Trajectory Analysis, Weather Forecast, Resources at Risk, Shoreline Cleanup Assessment, Historical/Cultural Resources, and Disposal Technical Specialists. The Environmental Unit Leader's tasks are:

- a. Review Common Responsibilities (Page 2-1).
- b. Review Unit Leader Responsibilities (Page 2-2).
- c. Obtain a briefing and special instructions from the PSC.
- d. Participate in Planning Section meetings.
- e. Identify sensitive areas and recommend response priorities.
- f. Following consultation with natural resource trustees, provide input on wildlife protection strategies (e.g., removing oiled carcasses, pre-emptive capture, hazing, and/or capture and treatment).
- g. Determine the extent, fate, and effects of

- contamination.
- h. Acquire, distribute, and provide analysis of weather forecasts.
 - i. Monitor the environmental consequences of cleanup actions.
 - j. Develop shoreline cleanup and assessment plans. Identify the need for, and prepare any special advisories or orders.
 - k. Identify the need for, and obtain, permits, consultations, and other authorizations including Endangered Species Act (ESA) provisions.
 - l. Following consultation with the FOSC's Historical/Cultural Resources Technical Specialist identify and develop plans for protection of affected historical/cultural resources.
 - m. Evaluate the opportunities to use various response technologies.
 - n. Develop disposal plans
 - o. Develop a plan for collecting, transporting, and analyzing samples.
 - p. Maintain Unit/Activity Log (ICS Form 214).

TECHNICAL SPECIALISTS - Certain incidents or events may require the use of Technical Specialists who have specialized knowledge and expertise. Technical Specialists may function within the Planning Section, or be assigned wherever their services are required.

The following are examples of Technical Specialists:

WEATHER OBSERVER - The Weather Observer is responsible for collecting current incident weather information and providing the information to an

assigned meteorologist, Fire Behavior Specialists or SUL. The major responsibilities of the Weather Observer are:

- a. Review Common Responsibilities (Page 2-1).
- b. Determine:
 - Nature and location of work assignments
 - Weather data collection methods to be used.
 - Priorities for collection.
 - Specific types of information required.
 - Frequency of reports.
 - Method of reporting.
 - Source of equipment.
- c. Obtain weather data collection equipment.
- d. Obtain appropriate transportation to collection site(s).
- e. Record and report weather observations at assigned locations on schedule.
- f. Turn in equipment at completion of assignment.
- g. Demobilize according to Incident Demobilization Plan.
- h. Support special requirements for development of incident maps.
- i. Maintain Unit/Activity Log (ICS Form 214).

ENVIRONMENTAL SPECIALIST

- a. Review Common Responsibilities (Page 2-1).
- b. Participate in the development of the IAP and review the general control objectives, including alternative strategies.
- c. Collect and validate environmental information within the incident area by reviewing pre-attack land use and management plans.
- d. Determine environmental restrictions within the incident area.
- e. Develop suggested priorities for preservation of the environment.

- f. Provide environmental analysis information, as requested.
- g. Collect and transmit required records and logs to the Documentation Unit at the end of each operational period.
- h. Maintain Unit/Activity Log (ICS Form 214).

TRAINING SPECIALIST

- a. Review Common Responsibilities (Page 2-1).
- b. Inform the PSC of planned use of trainees.
- c. Review trainee assignments and modify if appropriate.
- d. Coordinate the assignments of trainees to incident positions with the Resources Unit.
- e. Brief trainees and trainers on training assignments and objectives.
- f. Coordinate use of unassigned trainees.
- g. Make follow-up contacts on-the-job to provide assistance and advice for trainees to meet training objectives, as appropriate, and with approval of Unit Leaders.
- h. Ensure trainees receive performance evaluation.
- i. Monitor operational procedures and evaluate training needs.
- j. Respond to requests for information concerning training activities.
- k. Give the Training Specialist the records and logs to the Documentation Unit at the end of each operational period.
- l. Maintain Unit/Activity Log (ICS Form 214).

CHAPLAIN EMERGENCY RESPONSE TECHNICAL (CERT) SPECIALIST

- The CERT Specialist is responsible for identifying and securing the services of sufficient Chaplains necessary to carry out pastoral

care duties to provide for the spiritual and emotional needs of all Coast Guard personnel involved in a major disaster. The CERT Specialist is responsible for making an immediate assessment of how many Chaplains are required to provide adequate pastoral care and make the necessary notifications to ensure their immediate response and presence. The CERT Specialist is the Point Of Contact (POC) for all requests from operational units for Chaplains and their services and is responsible for the appropriate assignments and duties of all Chaplains involved in Coast Guard operations. The CERT Specialist reports directly to the IC. The major responsibilities of the Chaplain Emergency Response Technical (CERT) Specialist are:

- a. Review Common Responsibilities (Page 2-1).
- b. Establish and maintain Chaplains Emergency Response Center with at least one dedicated phone line within the Multi-Agency Command Center.
- c. Ensure proper listing with the Command Center of all Chaplains and their necessary contact phone numbers while they are stationed in the area.
- d. Maintain at least two other Chaplains allowing for the visitation to ships and units and other necessary functions during operations.
- e. Ensure an adequate number of Chaplains present at all times to allow for rest, exercise, and proper turnover after not more than 10 days on-site.
- f. Provide for Chaplain access aboard ships at sea, if necessary, and for visitation of all ships while in port.
- g. Determine the spiritual and emotional climate of personnel involved in recovery operations and assess the need and level of possible Critical

Incident Stress Management (CISM) intervention, in conjunction with the CISM Specialist.

- h. Attend all staff briefings and planning meetings as required.
- i. Communicate on a daily basis with the Chaplain of the Coast Guard.
- j. Establish communication and working relationship with all other agencies involved, especially the Red Cross, National Transportation Safety Board (NTSB) and Federal Bureau of Investigation (FBI) support personnel.
- k. Maintain liaison with other service personnel to determine appropriate time for turnover of pastoral responsibilities.
- l. Maintain a Unit/Activity Log (ICS Form 214)

CRITICAL INCIDENT STRESS MANAGEMENT (CISM) SPECIALIST

- The CISM Specialist is responsible for identifying and securing the immediate response and services of sufficient CISM team members necessary to carry out CISM duties to provide for the psychological and emotional needs of all Coast Guard personnel involved in a major incident. The CISM Specialist is the POC for all requests from operational units for CISM services and is responsible for the appropriate assignments and duties of all CISM team members involved in the evolution. Due to the importance of the mental well-being of all response personnel and the highly specialized nature of the program, the CISM Specialist would be assigned to the command level of the organization and would report directly to the IC or UC. The CISM Specialist's specific tasks are:

- a. Review Common Responsibilities (Page 2-1).

- b. Ensure there is at least one dedicated phone for CISM within the ICP.
- c. Determine the psychological and emotional state of the personnel involved in recovery operations and assess the need and level of CISM interventions.
- d. Ensure all operational and support units involved in the response have timely access to CISM team interventions.
- e. Ensure proper listing with the Command Center of all CISM team members and their necessary contact phone numbers while stationed in the area.
- f. Coordinate CISM team access aboard all ships at sea, if necessary, and for visitation of all ships while in port in a timely manner.
- g. Establish and maintain working relationship with the Chaplain response team to cross-reference needs of responders and their families.
- h. Provide for CISM team access to Coast Guard family members (spouses, children, and significant others) to assess the need and level of CISM interventions.
- i. Attend all staff briefings and planning meetings as required.
- j. Ensure adequate number of CISM team members present at all times to allow for rest, exercise and proper rotation of CISM personnel after not more than 10 days on-site.
- k. Ensure CISM team members are adequately debriefed following their involvement with CISM response.
- l. Maintain an accurate daily log of all activities, including dates, times, and places where CISM activities occurred. Use the Maintain

Unit/Activity Log (ICS Form 214)

- m. Establish communication and working relationships with all other responding agencies providing mental health assistance, especially the Red Cross, Salvation Army, NTSB, and FBI support personnel.
- n. Maintain liaison with the other local response agencies to effectively refer appropriate non-Coast Guard personnel for health assistance.

FAMILY ASSISTANCE COORDINATOR – The Family Assistance Coordinator provides services to the victims' family members; coordinates activities, lodging, food, spiritual and emotional needs, and transportation to special events (press conferences, memorial services to the scene of the incident when authorized, etc.); and, addresses any special needs that arise during the incident that may assist the victims' family members. The major responsibilities of the Family Assistance Coordinator are:

NOTE: The National Transportation Safety Board (NTSB) provides this assistance for aircraft disasters.

- a. Review Common Responsibilities (Page 2-1).
- b. Coordinate with local and state authorities, to include the medical examiner, local law enforcement, emergency management, hospitals, and other emergency support personnel.
- c. Conduct daily coordination meetings with the local and Federal government representatives to review daily activities, resolve problem areas, and synchronize future family support operations and activities.
- d. Coordinate and provide briefings to families at

the site and those who decide not to be at the site.

- e. Ensure adequate number of Family Assistance Team members present at all times to allow for rest, exercise and proper rotation.
- f. Establish and maintain working relationship with the CERT and CISM teams to cross-reference needs of the victims' families.
- g. Attend all staff briefings and planning meetings as required.
- h. Request necessary equipment and supplies through LSC.
- i. Ensure adequate lodging and/or sleeping arrangements.
- j. Ensure that security needs for the victims' family members are addressed.
- k. Ensure that language needs of victims' family members are met. An AT&T language line or CG Auxiliary are some potential sources for translation services, if needed.
- l. Ensure that all communications are centrally coordinated.
- m. Ensure that all transportation scheduling is centrally coordinated.
- n. The following agencies provide similar assistance during emergencies and may be of assistance:
 - (1) American Red Cross (ARC)
 - (2) Department of Health and Human Services (DHHS)
 - (3) Federal Emergency Management Agency (FEMA)
 - (4) NTSB
- n. Maintain Unit/Activity Log (ICS Form 214).

HUMAN RESOURCES SPECIALIST - The Human Resources Specialist is responsible for providing direct human resources services to the response organization, including ensuring compliance with all labor-related laws and regulations. If it is necessary to form a Human Resources Unit, it is sometimes placed in the Finance/Administration Section. The major responsibilities of the Human Resources Specialist are :

- a. Review Common Responsibilities (Page 2-1).
- b. Provide a Point Of Contact (POC) for incident personnel to discuss human resource issues.
- c. Participate in daily briefings and planning meetings to provide appropriate human resource information.
- d. Post human resource information, as appropriate.
- e. Receive and address reports of inappropriate behavior, acts, or conditions through appropriate lines of authority.
- f. Maintain Unit/Activity Log (ICS Form 214).

SALVAGE & ENGINEERING TECHNICAL (SET) SPECIALIST - The SET Specialist is responsible for providing technical assistance on vessel salvage and engineering issues, including: assessment and analysis of intact and damage stability, hull stress & strength, grounding & freeing forces; prediction of oil/hazardous substance outflow; and expertise on passenger vessel construction, fire protection, and safety. The SET Specialist will normally work with the Operations Section and Salvage and Source Control Group, but can be assigned to the Planning Section to assist in writing plans as well. For Coast Guard operations, the SET Specialist will normally be provided by the USCG Marine Safety Center, which also provides a Salvage

and Engineering Response Team (SERT). Salvage and Engineering Technical Specialist tasks are:

- a. Review Common Responsibilities (Page 2-1)
- b. Obtain and review a copy of the IAP for the current operational period.
- c. Determine resource needs.
- d. Report to the OPS/Salvage Division/Group Supervisor or Planning Section Chief/Technical Unit Leader, as may be assigned.
- e. Gather, compile, and maintain data/information that will lead to accurate modeling, analyses, and predictions.
- f. Assist in the development of the Salvage Plan.
- g. Monitor implementation of the Salvage Plan and report immediately any conditions that may cause danger and/or safety hazards to personnel or the environment.
- h. Provide a briefing/status report on analyses to proper personnel.
- i. Advise the UC on technical issues as requested
- j. Maintain a Unit/Activity Log (ICS Form 214)

GEOGRAPHIC INFORMATION SYSTEM (GIS)

SPECIALIST - The GIS Specialist is responsible for gathering and compiling updated spill information and providing various map products to the incident. The GIS team will work with the Situation Unit and the Information Management Officer to ensure accurate and rapid dissemination of oil spill information to the ICS. The major responsibilities of the GIS Specialist are:

- a. Review Common Responsibilities (Page 2-1).
- b. Determine resource needs.
- c. Participate in planning meetings as required.
- d. Gather and compile data from the different

- incident sections.
- e. Provide maps for various components of the incident.
- f. Provide status reports to appropriate requesters.
- g. Maintain Unit/Activity Log (ICS 214}.

PUBLIC HEALTH TECHNICAL SPECIALIST - Public Health Technical Specialists may be needed to provide public health/worker health and safety technical knowledge and expertise in events involving oil, hazardous substance/materials, radiation, or health and medical issues. Public Health Technical Specialists from the Department of Health and Human Services' Centers for Disease Control and Prevention can provide technological assistance in the following areas:

- Human health threat assessment
- Environmental health threat assessment
- Exposure prevention
- Worker health and safety
- Toxicology and health physics
- Epidemiology
- Public health communications

LEGAL SPECIALIST - The Legal Specialist will act in an advisory capacity.

- a. Review Common Responsibilities (Page 2-1).
- b. Participate in planning meetings, if requested.
- c. Advise on legal issues relating to in-situ burning, use of dispersants, and other alternative response technologies.
- d. Advise on legal issues relating to differences between Natural Resource Damage Assessment Restoration (NRADR) and Response activities.
- e. Advise on legal issues relating to

- investigations.
- f. Advise on legal issues relating to finance and claims.
- g. Advise on legal issues relating to response.
- h. Maintain Unit/Activity Log (ICS Form 214).

DOCUMENTATION SPECIALIST - The Documentation Specialist will act in an advisory capacity to the IC/UC. This position can be established when the normal incident/event documentation requirements exceed the capability of the Documentation Unit Leader and/or the complexity of the incident/event dictates the need for more experienced oversight of the documentation process. The Documentation Specialist should perform the following functions:

- a. Review Common Responsibilities (Page 2-1)
- b. Conduct an overall incident assessment to determine if documentation efforts will be satisfactory to meet incident/event requirements.
- c. Advise the Incident Commander on the adequacy of the incident/event documentation efforts and suggest improvements.
- d. Advise the Documentation Unit Leader on the development of a single, central, comprehensive incident/event archive.
- e. Coordinate an effective documentation system to support demobilization efforts and ensure all lingering documentation is captured by the system.